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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 13 July 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 28

STAT

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I. SIGNIFICANT ITEMS NoneII. OTHER ITEMS

A. CHANGE IN ABBREVIATION OF SERVICE DESIGNATION. The Office of Personnel has advised the Personnel Section that, effective immediately, the Office of Training Service Designation abbreviation has been changed from TR to ST. The following changes of Service Designations for DDS components are now in effect:

SE changed to SS
 BF changed to SF
 A changed to SA

PE changed to SP
 LO changed to SL
 ME changed to SM

B. FY 1957 OTR BUDGET ESTIMATES. The completed Functional Narratives required for 1957 Office Budget estimates were submitted to the Comptroller by the deadline, 11 July 1955.

C. REGISTRAR ACTIVITIES.

1. The monthly report of Deferments and Waivers of training standards for June was forwarded to D/TR this week. Copies of this report are now being sent to the Senior Staff Training Officers of DDS, DDI, and DDP.

2. A summary report of the composition of the Clandestine Services Review Course and the Basic Orientation Course were forwarded to the D/TR this week. In addition, the D/TR is being informed each week of the total number and names of students entering classes each Monday.

3. This week, a meeting was held with the DD/TR, C/CSTC/DDP, and the Registrar, OTR to establish firm policy on deadline dates and alternates for headquarters and [] courses. The following points were agreed upon:

a. The Registrar's Office will carry alternate candidates for each course - 10 - 15% of the maximum enrollment.

b. For Headquarters courses, alternates will be carried until 1700 on the Thursday before the Monday on which the course begins.

For [] courses, alternates will be carried until 1700 on the Tuesday prior to the briefing.

c. No additional names will be added after the deadline date;

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d. Divisions will be notified of a candidate's alternate status by the Staff Training Officers.

D. OTR VACANCIES - GS POSITIONS

Component

Professional

Clerical

Instructor Development Program
Plans & Policy Staff
Assessment & Evaluation Staff
Support Staff/ Headquarters
Support Staff/ [redacted]
Basic School
Intelligence School
Language & External Training School
Operations School/Headquarters
Operations School/ [redacted]
Operations School/ [redacted]

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E. FITNESS REPORT REVISION.

[redacted] represented the Office of Training at a meeting of DDS Personnel Officers conducted by the A&E Staff and the Office of Personnel to discuss a revision of the Fitness Report. It was emphasized that the revision would be carefully tested and studied for several months prior to general Agency utilization, and that the present report would continue to be used in the intervening period.

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F. INSTALLATION OF NEW ACCOUNTING SYSTEM -

[redacted] of the Technical Accounting Staff, Office of the Comptroller, and [redacted] will visit [redacted] 12 and 13th July to assist in installing Class A Station Accounting Procedures and answer any questions in connection with the recent GS-CPC pay increase.

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G. CAREER PLANNING FOR ST DESIGNEES ON ROTATIONAL ASSIGNMENTS.

The Personnel Section has prepared a list of ST designees on rotational assignments, and a list of former OTR instructors who left prior to the inception of Service Designations, with instructions for career planning. The study has been reviewed by the DDTR and will be placed on the agenda for the Career Service Board meeting on 19 July.

H. CLERICAL RECRUITING FOR

[redacted] discussed the serious clerical shortages at [redacted] Personnel. [redacted] of the Office of Service Board Meeting on 14 July, pointing out that the Office of Personnel will guarantee a new replacement for any DDS clerical going to [redacted]

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I. SECURITY CLEARANCE FOR

[redacted] Contrary to what the Office of Training has been led to believe, [redacted] does not have a full clearance. [redacted] has been made aware of this and is seeking to get a full clearance on an expedite basis.

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J. [] SURVEY OF [] is surveying positions in the Support Staff at [] this week.

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K. REPORT TO THE CAREER COUNCIL. [] prepared the quarterly report of OTR Career Service Board activities for the Chairman of the Agency Career Council.

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L. [] Weekly report of the utilization of [] for the period 6 July through 12 July is attached.

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Attachment: [] Report